

LEA Subgrant Application

Directions for Completion

LETTER OF INTENT

- Section 1:**----- "Name and Title of Agency Administrator." Name of superintendent or associate superintendent.
- Section 2:**----- "Name of Agency." Official school district name.
- Section 3:**----- "County Name." Self-explanatory.
- Section 4:**----- "Title of Project." Supplied by NDE.
- Section 5:**----- "Proposed Project Duration." Will change from year to year. Year one was 8-1-2000 to 9-30-2001. Year two will be 8-1-2001 to 9-30-2002.
- Section 6:**----- "Name and Title of LEA Project Director." This person will be the primary contact person at the school who will assure compliance of grant obligations.
- Section 7:**----- "Address." That of the school district.
- Section 8:**----- "Telephone." The number of the person named in Section 6.
- Section 9:**----- "Amount Applying For." Calculated by the grant formula. This figure is supplied by NDE.
- Section 10:**----- "Specify State Plan Priority Area." Supplied by NDE.
- Section 11:**----- "Assurances." Those commitments the school makes to the overall process of effective implementation of the SIG grant.
- Section 12:**----- "Signature and Title of LEA Administrator." Signature of person listed in Section 1.
- Section 13:**----- "Date." Reflects the date of signature of LEA Administrator.

Program Description/Team Composition

- Section 14:**----- "Brief Program Description." (i.e., focus of LEA grant, program goals, summary of SER results, system by system, etc.)
- Section 15:**----- "Team Composition." Listing of leadership team members, by name and position. Must include all 8 required positions.

Action Plan

(Circle the respective SER System at the top of the Action Plan page)

- Section 16:** ----- "Needs." Reflects service gaps identified in the School Evaluation Rubric (SER).
- Section 17:** ----- "Goal" Broadly stated.
- Section 18:** ----- "Objectives." What will be accomplished in this grant year?
- Section 19:** ----- "Activities." What activities will assure that objectives are met?
- Section 20:** ----- "Budget." Break down budget, activity by activity. Include formula for budget amount (i.e., \$ staff stipends = # of teachers x # of days/hours x amount of stipend; mileage = number of trips @ what rate of mileage; trainer fee, trainer travel.)
- Section 21:** ----- "Timeline." Begin and end dates.
- Section 22:** ----- "Method of Evaluation." By what measure will you know you've accomplished specified objectives? What evidence will demonstrate progress toward desired outcome?

Budget Summary

- Section 23:** ----- **"Budget Summary"**
- A. "Professional Development Materials for Training and/or Staff Study." Include number of materials, cost of materials, names of materials. Include in formula style
Example: Book: Issues of Poverty.
10 books x \$22.50/book = \$225.00
 - B. "Conference Registration/Expenses." In-state only. Name conferences and related costs (i.e. lodging, mileage, registration, etc.) Include formula.
Example: Nebr. Excellence in Education Conference.
3 staff x \$50.00 registration = \$150.00
 - C. "Staff Mileage." For school visitations, etc. Include mileage and formula
Example: 3 visitations x 2 x 100 miles x .25/mi = \$150.00
 - D. "Staff Stipends." Include formula with number of teachers x number of days x amount of stipend.
 - E. "Substitute Costs." Include formula with number of days of substitute costs x sub reimbursement.
 - F. "Trainer Honorarium." "Trainer" translated to facilitator, consultant, etc. This grant can support up to \$1500/day for professional services. Include formula. Example: 2 days training x \$1500.00 = \$3000.00
 - G. "Trainer Travel." List trainer expenses such as airfare, per diem, lodging, etc.
 - H. "Other."

- I. "Total Cost of Project." Should be the sum of all areas listed in A through H.

LEA Subgrant Reminder:

Return LEA Grant to:

Mary Greenfield, NSIG Coordinator

Nebraska Department of Education

301 Centennial Mall South – P.O. Box 94987

Lincoln, NE 68509-4987